

**River Oaks Academy**  
REGULAR MEETING OF THE GOVERNING BOARD

**Thursday, May 2, 2019**  
**7:00 p.m. NEW TIME**  
Regular Meeting Location  
River Oaks Academy  
920 Hampshire Rd. Suite X  
Westlake Village, CA 91361  
www.riveroakscharter.com

**MINUTES**

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**1) OFFICIAL OPENING OF THE MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Terri Childs	<u>  X  </u>	<u>      </u>
Vice-Chair: Jennifer Berryhill	<u>  X  </u>	<u>      </u>
Treasurer: Michael McCambridge	<u>  X  </u>	<u>      </u>
Secretary: Susan Willard	<u>  X  </u>	<u>      </u>
Parliamentarian: Dr. John Horton	<u>  X  </u>	<u>      </u>

4. Mission Statement - *River Oaks Academy (ROA) is founded on the belief that all children are born with the capacity for brilliance. Our mission is to help children find, nurture, and sustain the passion that will lead to their individual forms of brilliance. To this end, we offer a non-traditional K-12 independent study program of individually designed curriculum and direction.*
5. Emergency Additions to the Agenda
6. Approval of the Agenda for May 2, 2019

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

**2) ORGANIZATIONAL**

**3) PUBLIC HEARING: 2018-19 LOCAL CONTROL  
ACCOUNTABILITY PLAN**

**4) PUBLIC COMMENTS**

*Citizens who would like to address the Board on any item on the Agenda may do so now or when the President requests comments from the Public as the Board is considering the item. This portion of the Annual Board meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda. These presentations, both during open and agendized topics, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.*

## 5) INFORMATION AND DISCUSSION ITEMS

*These items are presented to the Board for information only and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.*

1. Budget Committee – Informational (10 min) None
2. Parent Advisory Council (PAC) – Informational (10 min)
  - a. Pamela – a hike is planned for tomorrow. Pizza and post cards went well. She appreciates the Charters working together. PAC has a grad gift to give the graduates at the graduation.
3. Teacher’s Report – Informational (10 min)
  - a. Leslie shared we have completed 4 weeks of testing as of tomorrow. A big week for middle schoolers is coming up next week. Testing has gone really smoothly this year.
4. Oxnard Report (10 min)
  - a. Maria reported this is the last week of tutoring for both sites but ELA tutoring will continue. Leslie and Maria held an end of the year tutoring meeting. Oxnard testing is also going well. We have had a few incidents this week with homeless people and documented the incidents.
5. Student Report – Informational (10 min) None
6. Career Pathways Report – Informational (10 min)
  - a. Kathy shared Moorpark has our curriculum and are hoping to articulate with them by fall. Hospitality is working on graduation preparations. Networking students are learning how to configure network and Internet connections along with computer threats and best practices. IBEF students are learning about tax return forms.
7. High School Guidance Counselor—Informational (10 min) None

## 6) REPORTS

1. Board Chairperson’s Report – Terri recognized that this is Jennifer’s last Board Meeting. Everyone appreciates her 3 years of volunteer service. Terri shared the article in the Acorn regarding Charter Schools. She also shared the Opera Workshop was amazing and well worth having them come.
2. Individual Board Member Report - None
3. Director’s Report
  - a. Claudia shared Programmatic Report went well.
  - b. There was a meeting with Jeff Rice with an update on Advocacy as well as a meeting in Oxnard with Stephanie from Monique Limon’s office.
  - c. Graduation is May 29, 11:00 am at Conejo Park District
  - d. Current enrollment is 304 students; 103 high school and 201 TK-8. Oxnard 107; 23 high school and 84 TK-8
4. BSA Report – Benny shared they are waiting for the May Revision Budget to come out. They will have a complete budget report at the next meeting.
4. VCOE Report – Marlo reiterated the Programmatic was excellent. She and Claudia will start focusing on the Charter Renewal. Sept. 11 is planned for the Board Governance Training Workshop.

## 7) CONSENT AGENDA ITEMS

*Actions proposed for the Consent Agenda are items consistent with adopted policies and approved practices of River Oaks Academy and are deemed routine in nature. The Board will be asked to approve all of the Consent Agenda items by a single vote unless any member of the Board or the Public asks that an item be removed from the Consent Agenda and considered and discussed separately.*

1. Consideration to approve the April 4, 2019 Minutes
2. Consideration to approve the ROA Financial Statement
3. Consideration to approve the ROA Board Report of Purchase Orders
4. Consideration to approve the ROA Board Report of Commercial Checks
5. Consideration to approve the ROA PAC Transaction Detail Report

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

## 8) ACTION ITEMS

1. Review, Discussion, and Approval increasing the following contracts:
  - a) Laura Sether; tutoring; not to exceed: \$1,800.00
  - b) Yoko Mimori; tutoring; not to exceed: \$3,200.00
  - c) Angeline Lee, tutoring; not to exceed: \$1,000.00
  - d) Jade Flores Henderson; math tutoring/labs; not to exceed: \$400.00 Westlake; \$400 Oxnard for a total of \$800.00
  - e) Beth Tappin; math tutoring; labs; not to exceed: \$400.00 Oxnard
  - f) Empire Counseling; SPED counseling services; not to exceed: \$4,000.00
  - g) MaryBeth Adams; resource specialist; not to exceed: \$8,000.00
  - h) Vita Art; art history/ceramic classes; not to exceed: \$1,650.00

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Jennifer*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

2. Review, Discussion, and Approval of Denise Filz, Board Position #4 (a parent nominated position), replacing Jennifer Berryhill on the board, starting August 1, 2019.
  - a) Denise was elected to take over Position #4. Parents have voted by sending in their votes to Benny. Benny has tallied the vote, however, Denise ran unopposed. We are happy to have Denise back on the board.

*Public Comments: None*

*Motion to: Approve*

*Made by: Dr. Mac/Susan*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

3. Review, Discussion, and Approval of the renewal of the APlus membership for the 19-20 school year, not to exceed: \$3,657.50.

- a) APlus is the Personalized Learning Organization to which we belong. We believe that this organization has been of incredible support with all the political events that are happening surrounding charter school. The CEO, Jeff Rice, has been informing us regularly on all the new issues creeping up at the state level. Our membership to this organization is invaluable.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

- 4. Review, Discussion, and Approval of the quote from Tappit Technology for the renewal of the license for our phone for the coming school year; not to exceed: \$2,699.00

- a) This app has been widely used and has become a true asset for parent/student communication.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

- 5. Review, Discussion, and Approval of the quote from United Electric to install the necessary “under sink hot water heater” in order to pass our health inspection to serve food next year. Not to exceed: \$1,800.00

- a) This quote is to replace the previous one (March agenda) for Frank Gomez. Frank broke his hand and has not been able to work and may not return in time to get this work done.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Jennifer*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

- 6. Review, Discussion, and Approval of the quote from The School Planner Company for 220 planners for our middle and high school students. Not to exceed: \$1,400.00

- a) We would like to reorder the planners with updated information for our students. It has been very beneficial to have our students work in those planners and chart their learning and their personalized learning plan.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

7. Review, Discussion, and Approval of Form J-13A form "Request for Allowance of Attendance due to Emergency Conditions" to submit to the California Department of Education reg. our school closure day on November 9, 2018, due to the fires in our area.
- a. The day after the Woolsey and the other fires broke out, ROA (as the other local schools) was closed. We are asking the CDE to recognize this closure as an emergency closure and therefore allow us to claim attendance for that due to an emergency as described in Education Code 41422.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

8. Review, Discussion, and Approval of a stipend for Kathy Jackson and Leslie Maple to organize, review and coordinate replacement of curriculum; inventory shelves; file portfolios at the offsite storage unit; organize STEM materials; check and print answer keys for a variety of textbooks and assessments; work on NGSS (science) syllabi; etc. after the school year ends at both sites, Westlake and Oxnard. Anticipated time needed: 2 weeks. Not to exceed \$2,500.00 each.

*Public Comments: None*

*Motion to: Approve*

*Made by: Jennifer/Dr. Horton*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

9. Review, Discussion and Approval of a 3-year contract extension with CliftonLarsonAllen, LLP. Attached please find the CliftonLarsonAllen, LLP engagement letter for the June 30, 2020 through June 30, 2022 audits.

*Public Comments: None*

*Motion to: Approve*

*Made by: Susan/Dr. Mac*

*Motion is: Carried 5-0-0 with Terri, Jennifer, Susan, Dr. Mac and Dr. Horton in favor*

## **8. CLOSED SESSION 8:02 PM**

During this meeting the Board may adjourn to Closed Session to review and consider the topics below:

1. Public Employment
  - a) Title: Director Evaluation

The Chair of the Board will report on actions taken during closed session.

## **9. OPEN SESSION ACTION ITEMS**

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **7. FUTURE AGENDA ITEMS**

*These items are presented by the Board and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.*

## **8. ADJOURNMENT 9:00 PM**